

**INDIVIDUAL TECHNICAL ASSISTANCE REPORT**  
*In Response to a Request for Technical Assistance by the*  
**South Central Connecticut Regional Criminal Justice  
Supervisory Board**

September 28, 1972

34154

Prepared by  
Public Administration Service  
1313 East 60th Street  
Chicago, Illinois 60637  
(Per Contract J-LEAA-015-72)

I. PRELIMINARY INFORMATION

A. **Consultant Assigned:**

John E. Angell, Director  
Dayton—Montgomery County  
Criminal Justice Center  
Dayton, Ohio

B. **Date Assignment Received:**

August 8, 1972

C. **Date of Contact with LEAA Regional Coordinator:**

August 15, 1972

D. **Dates of On-Site Consultation:**

September 4, 5, 6, 7, and 8, 1972

E. **Individuals Interviewed:**

Donald C. Byers  
Regional Planner  
51 Elm Street  
New Haven, Connecticut

Mr. Noyes  
Architect for Orange Police Department  
New Haven, Connecticut

Raymond H. Wiederhold, Chief  
Branford, Connecticut

Biagio Lilieto, Chief  
New Haven, Connecticut

Joseph R. Pascarella, Chief  
East Haven, Connecticut

Joseph Kenny  
Planning Director  
New Haven, Connecticut

Charles W. Nilson, Chief  
Madison, Connecticut

Gilbert Witzer  
Architect for Madison Police Department  
New Haven, Connecticut

Frederick A. Riggs, Chief  
Orange, Connecticut

Douglas Orr  
Architect for New Haven Police Department  
New Haven, Connecticut

Captain Searles  
Orange, Connecticut

**II. STATEMENT OF THE PROBLEM****A. Problem as per Request for Technical Assistance:**

Provide technical assistance to the towns of Branford, East Haven, Madison, Milford, New Haven, and Orange, Connecticut, with regards to the police building each has in preparation. *Spice Wood Studios - P.T.A.R.*

**B. Problem Actually Observed:**

Same as in II-A above.

**III. FACTS BEARING ON THE PROBLEM**

See attached correspondence.

**IV. POSSIBLE COURSES OF ACTION**

See attached correspondence.

September 20, 1972

Mr. Joseph Kenny  
Planning Director  
New Haven Police Department  
New Haven, Connecticut 06510

SUBJECT: Comments on New Haven Police Headquarters Plans

Dear Joe:

Attached are the questions and comments that came to mind when I reviewed the plans for your new police headquarters. I believe we discussed most of these items.

If you have any questions, please don't hesitate to call.

I enjoyed the brief visit with you and the people in New Haven, and I'll look forward to meeting with you again.

Sincerely,

(Signed)  
John E. Angell  
Director

JEA/jj  
Enclosure

## GENERAL

1. Permanent walls throughout the building should be reevaluated. Room changes will require wall removal if walls are permanent.
2. Paper flow and communications are complex. Prisoners, reports, property and evidence for laboratory all require walking through the building.
3. Areas frequently visited by the public should be convenient to them. These include administrative offices, records, and jail.
4. The fact that police departments are moving toward more decentralization, the equality of professionalism should be considered in the building layout.
  - a. More equality means you will need more areas for females—e.g., locker space. Also separating command from other officers should be reconsidered.
  - b. More generalized police operations means:
    - (1) Officers will carry cases further; therefore, they will be doing detailed investigations.
    - (2) You might want to give each officer a small desk area with his locker so he can have the same privacy as any other professional person.
5. Why is there no emergency control room?
6. Department library and in-service training facilities should be in same building.
  - a. Library will be needed by the planning unit.
  - b. Management supervisory training can be done most conveniently at the headquarters rather than several miles away.
7. Departmental assembly room for emergency.
8. Problems of records flow—Patrol, Records, Follow-Up. Distribution—what goes where and when?

9. Need to figure minimum number of people needed to run the operation. Can activities be consolidated to reduce the number of people required? Remember, every 24-hour position requires five to six men.
  - a. You will probably need extra inside positions in the (1) property room, (2) main lobby, (3) jail lobby, (4) second floor desk, (5) records, (6) communications, (7) crime laboratory, and (8) reception area of each floor (to direct visitors).
  - b. By rearranging property, records, and communications, and reducing the number of public information areas, the number of inside positions could be reduced by at least one-half.
10. Where will the vehicles park?
  - a. Police?
  - b. Public and visitors?
11. Areas where public has business should be located near public entrance. Areas where citizens seldom visit should be situated on upper floors or in back rooms away from easy public access.

## FIRST FLOOR

1. Lobby desk should be established for information, complaints, and reports.
  - a. May need a teleprinter to get reports from upstairs.
  - b. Switchboard— receptionist might be placed here.
2. Property room, in relation to prisoner, records, and reporting areas, needs to be evaluated.
3. An explosion in the armory will not cause damage; but in the event of emergency, how can officers check weapons in and out conveniently and without being visible to the public?
4. Why the roll-up doors into Support Services and Property from the lobby?
5. Gym on the first floor—dressing and exercise room on the second floor.
6. Why couldn't the Traffic and Licensing personnel handle the lobby information duties?
7. Jail will house 53 men—but only 4 women and no juveniles.
  - a. Should consider day room or classroom—needs something to occupy prisoners or suicide rate will be high.
  - b. Why door on upper right wall?
  - c. Need property room in jail for prisoner property. Also need space for closets and health supplies (e.g., tooth paste, etc.).
  - d. Need keys inside— keys outside (more sally ports). Need control over sally port: Better security inside jail area. The jail needs to be designed so that even if police personnel inside the cell-block area are overpowered, it will not be possible for prisoners to get out. This requires outside men with keys.
  - e. Need better conference room for lawyers and clients. The available two are not sufficient.
  - f. Emergency food services? Perhaps second floor cafe could serve both prisoners and officers?

- g. Shower space for men looks small.
  - h. No medical examination room?
  - i. Automatic releases for the emergency evacuation of prisoners.
  - j. Too many places to hide for TV coverage of cells to be effective.
  - k. Not enough room for the jail administration—no toilet facilities.
  - l. No facilities, e.g., padded cells, for violent mentals or drunks.
  - m. Someone might visit Ingham County Jail (in Mason, Michigan) for more information about weaknesses in jail design.
8. The only way to get from the main lobby to the jail is to go outside or directly through the jail.
9. The offset (10) hallway where the door between the main lobby and the jail is located may facilitate escapes from jail. It increases security problems.
10. Offices and activities that will receive the most frequent use should be located on this floor. I suggest you reconsider working both the patrol and administrative offices into the first floor area. Support Services could be reduced in size, and the property room and other office space could be relocated. This would put patrol near the gym and the administrative offices near the public.

**SECOND FLOOR**

1. Why locate the patrol area on the second floor?
2. Why duplicate showers and bathrooms in so many areas (four separate systems)?
3. Squad room—relationship to armory? Records? Equipment?
4. Where is the report preparation room?
5. Where can police officer take citizen for interview? Why do you need private room for officers?
6. What about lockers for policewomen?
7. Why so many lounge areas (patrolmen, officers, cafe)?
8. Why is the gym on the first floor and the lockers and showers on the second floor?
  - a. Will people going to the gym have to go through public areas?
9. Why is the Sauna in the command officer area?
10. Why does the Sauna entrance open into the public hallway?
11. Will a receptionist be needed at the elevator door on the second floor to keep people who are looking for the administrative offices out of there?
12. The cafeteria might be situated nearer the jail so it could be used to feed prisoners.

### THIRD FLOOR

1. Why are the administrative offices so far away from the public?
2. Reception areas should be at entry points (e.g., elevator) to limit access.
3. Need more open space (temporary walls, flexible partitions, etc.).
4. Chief should be surrounded by:
  - a. Aides and advisors.
    - (1) Intelligence
    - (2) Training
    - (3) Internal Affairs
    - (4) Planning
    - (5) Inspections
  - b. Top commanders.
  - c. Briefing areas and conference room.
  - d. Needs access to information contained in records and library.
  - e. Should be close to patrol squad room.
5. Where are the secretaries for other commanders?
6. Why are investigations on same floor with top brass instead of on floor with jail and uniform patrol?
  - a. Interview rooms should be readily accessible to the public and jail.
7. Administration, Investigation, Patrol, and Jail need access to records—should attempt to relocate in a central area with easy access.

8. Personnel Section, Personnel Records, and the Credit Union should be together?
9. Are all the rest rooms in private offices really necessary?
10. Should there be more doors into the Chief's office?
11. Need a private rest room for the Police Commission room.

## FOURTH FLOOR

1. Will the size of communications and lab areas be sufficient?
2. Fourth floor location of records communications, and lab separates these functions from the people who use them (e.g., patrol, public, administration).
  - a. Field reports will have to be carried to the fourth floor.
  - b. Evidence and property storage (first floor) will be separated from the lab and records areas—this will require additional manpower.
  - c. The public and other agencies requesting information from the crime lab and records have to go through the rest of the police department.
    - (1) Security of the building will be difficult to enforce.
    - (2) The number of receptionists and information points will have to be increased.
    - (3) The office and floor layout of the fourth floor should consider paper and communication flows.
      - (a) Basic records initiated in the communications area should not have to be transported far to the key punching.
      - (b) Paperwork should go to people rather than the people to the paper. Walking and movement should be kept as short as possible.
      - (c) Offices and people who communicate frequently should be situated close together if all other costs are equal.
      - (d) Receptionists should limit access to records areas. Offices should be near the public.
3. Communications area may not be large enough.
4. Dispatchers need immediate access to rest rooms.
5. Crime laboratory space is probably not sufficient for future expansion.
6. What is to prevent unauthorized people from walking into the records area via the stairs or elevators?

APPENDIX A

*Extract from a Letter to  
G. M. Morris  
Dated September 20, 1972  
from John E. Angell*

. . . I believe all of the departments made some modifications in their building plans as a result of our discussions. The most significant changes were made by the Orange Police Department where they completely reorganized their floorplan. As I indicated to you in our recent conversation, before leaving, I received a request to return and review the preliminary plans that have been drawn for Trumbull, Wilton, and Richfield. In addition, East Haven indicated they would like to have assistance in the planning and implementing of a new records system that would be designed for their new building. . . .

**END**

7 20/25/11/2000